

ENCLOSURE A

PROCEDURES FOR CONTROLLING ACCESS TO USERS
FILES AT NATIONAL ARCHIVES

1. No formal clearance for access to unclassified material in the files of the U. S. Strategic Bombing Survey, National Archives, is required. The Archivist is authorized to provide access to such unclassified material in all cases where such action is feasible and in accordance with general policies of the Archivist.
2. No classified material will be made available to anyone other than official representatives of Federal agencies who require access to such material for official purposes.
3. The Archivist is authorized to make restricted material available to official representatives of Federal agencies who present credentials of their official status and who certify that access to the material is required for official purposes.
4. When access to material classified Confidential or higher is desired by representatives of the State, Army, Navy or Air Force Departments, the Chief of the Office that desires such access must submit a written request through the Intelligence Agency of the department concerned; the requesting office must state the reason why access to the material is desired and must specify the highest security classification to which it desires its representative to have access and must certify that the representative has been cleared for access to material of that classification; the Intelligence Agency of the department concerned will address a communication to the Archivist (Attention: War Records Office) authenticating such requests as are approved.
5. When access to material classified Confidential or higher is desired by Federal agencies other than those named in paragraph 4 above, a written request for approval of such access must be directed by the agency to the Assistant Director for Collection and Dissemination, CIA; such requests as are forwarded to the Archivist with the approval of the Office of the Assistant Director for Collection and Dissemination will be complied with.